CITY OF MIAMI BEACH COMMISSION ITEM SUMMARY



C	O	n	d	e	n	S	e	d	T	itl	e	:

Request for Approval to Award a Contract to International Data Depository (IDD), Pursuant to Invitation to Bid No. 5-03/04, for Records Management and Services, in the Estimated Annual Amount of \$37,925.40, and a Closing Account Fee in the Amount of \$11,000 upon Termination of Contract.

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Shall the City Commission Approve the Award to IDD?

Item Summary/Recommendation:

The purpose of Invitation to Bid No. 5-03/04 (the "Bid") is to contract with qualified vendor to store the City's current and future records (paper, microfilm, magnetic disc / compact disc) at the vendor's own facility and provide to the City records retention services, including transportation, storage, retrieval, restoration and destruction of documents, as well as facsimile and internet services as needed, in accordance with State of Florida Regulations.

The lowest and best bid was received from International Data Depository. This vendor has been in business for 7 years as a records management and storage provider.

APPROVE THE AWARD

Advisory Board Re	ecommendation:
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N/A

Financial Information:

Source of	L	Amount	Account	Approved
Funds:	1	\$48,925.40	Various Accounts Citywide allocated by Departments for the storage of records	
	2			
0/15	3			
4/4	4			
inance Dept.	Total	\$48,925.40		

City Clerk's Office Legislative Tracking:

GUS LOPEZ, Ext. 6641

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL g	PDW	JMG

CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139 www.miamibeachfl.gov



Date: September 8, 2004

COMMISSION MEMORANDUM

To: Mayor David Dermer and

Members of the City Commission

From:

Jorge M. Gonzalez

City Manager

Subject:

REQUEST FOR APPROVAL TO AWARD A CONTRACT TO INTERNATIONAL DATA DEPOSITORY (IDD), PURSUANT TO INVITATION TO BID NO. 5-03/04, FOR RECORDS MANAGEMENT AND SERVICES, IN THE ESTIMATED ANNUAL AMOUNT OF \$ 37,925.40, AND CLOSING ACCOUNT FEE IN THE AMOUNT OF \$11,000 UPON

TERMINATION OF CONTRACT.

ADMINISTRATION RECOMMENDATION

Approve the Award.

BID AMOUNT AND FUNDING

\$49,925.40 Funds are available from various accounts allocated to Departments for the storage of records.

ANALYSIS

The purpose of Invitation to Bid No. 5-03/04 (the "Bid") is to contract with a qualified vendor to store the City's current and future records (paper, microfilm, magnetic disc / compact disc) at the vendor's own facility and provide to the City records retention services, including transportation, storage, retrieval, restoration and destruction of documents, as well as facsimile and internet services as needed, in accordance with State of Florida Regulations.

The Bid was issued on April 21, 2004, with an opening date of May 27, 2004. BidNet issued bid notices to 32 prospective bidders. Additionally, the Procurement Division sent the bid announcement to two other bid reporting websites to further increase vendor outreach. The notices resulted in the receipt of four (4) bids.

The contract will be in effect upon execution until September 30, 2005. Providing the successful bidder will agree to maintain the same price, terms and conditions of the current contract, this contract could be extended for an additional three (3) years, on a year to year basis, if mutually agreed upon by both parties.

The lowest and best bid was received from International Data Depository (IDD). This vendor has been in business for 7 years as a records management and storage provider. The Procurement Division obtained favorable references from the following agencies:

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- University of Miami/ Marta Garcia: Quality of service provided: Excellent "I am extremely satisfied with their performance. I would highly recommend them!"
- Carlton Fields, P.A. / Steve Brodie: Quality of service provided: Excellent "Clean facility, well run."

The attached tabulation sheet compares all costs associated with records management services. Any costs associated with the closing of accounts with the current vendors are the City's responsibility. Iron Mountain charges \$1.50 per box to permanently withdraw our 14,000 boxes, this is \$21,000. There is an \$11,500 closing account fee payable to IDD for the removal of all boxes upon the termination of the contract. When considering these costs over the 4-year term of the contract, IDD offers the lowest bid.

A timely filed bid protest was submitted by Iron Mountain which argued that conceded that Iron Mountain is the lowest bidder, but argued that they (IDD) is not the best bidder. Specifically, Iron Mountain argued that IDD is not the best bidder when considering their ability to perform the details of the contract promptly, the competency and experience of the vendor, quality of historical performance, and previous compliance with laws and ordinances relating to the contract.

Pursuant to the City's Bid Protest Ordinance, the Administration in consultation with the City Attorney's office, denied Iron Mountain's protest based on the following:

- IDD is the lowest and best bidder;
- IDD currently hosts over 200,000 cubic foot of records for a large number of clients within the South Florida market;
- IDD has stored for the City approximately 146 boxes;
- IDD has provided bonded warehouse space and imaging services for the City. Their performance has been excellent in the different services they have provided to the City; and
- The City obtained references from IDD clients to include the University of Miami and Carlton Fields, P.A. All references were favorable.

CONCLUSION

Based on the analysis of the bids received, it is recommended that the City award the contract to the lowest and best bidder, **INTERNATIONAL DATA DEPOSITORY.**

ITB No. 5-03/04 Bid Tabulation

			SECURE DATA STORAGE		IRON MOUNTAIN		IDD		GRM	
Storogo Driging	Estimate		(\$) Unit Price	Total(\$)	(\$) Unit Price	Total(\$)	(\$) Unit Price	Total(\$)	(\$) Unit Price	Total(\$)
Storage Pricing	Ι									ļ
* Hard Copy records - Monthly		x 12								
Rental Fee per cu ft.	17,000	months	0.50	102,000.00	0.135	27,540.00	0.12	24,480.00	0.35	71,400.00
* Magnetic Records - Monthly	1	x 12								
Rental Fee per Cu.Ft.	51		1.00	612.00	0.135	82.62	5.00	3,060.00	2.00	1,224.00
Management Services Pri	cina								2.00	1,22 1.00
Accession Charge (per box)		Boxes	0.10	160.00	1.00	1,600.00	1.00	1,600.00	0.00	0.00
Retrieval of a Box		Boxes	0.10	124.90	1.25	1,561.25	1.00	1,249.00	0.00	
Refile of a Box		Boxes	0.10	124.90	1.25	1,561.25	1.00	1,249.00	0.00	
Retrieval of a File	577		0.10	57.70	1.25	721.25	1.25	721.25		0.00
Refile of a File	577		0.10	57.70	1.25	721.25	1.25	721.25	0.00	
Destruction of a Box		Boxes	5.00	100.00	2.00	40.00	4.00	80.00	2.00	0.00
Permanent withdrawal of Box		Boxes	2.00	40.00	1.50	30.00	0.00	0.00	0.00	40.00
Permanent withdrawal of File		Files	2.00	6.00	1.50	4.50	0.00	0.00	0.00	0.00
Transportation Pricing		1 1100	2.00	0.00	1.50	4.50	0.00	0.00	0.00	0.00
Flat Fee Standard Delivery/Pick-										
up	577	-	0.25	144.25	7.00	4,039.00	1.00	577.00	0.00	0.00
Flat Fee Rush Delivery/Pick-up	34		10.00	340.00	14.00	476.00	15.00	510.00	20.00	680.00
Flat Fee After										
Hours/Weekend/Holiday										
Delivery/Pick-up	1		100.00	100.00	50.00	50.00	100.00	100.00	35.00	35.00
Miscellaneous Service	S									00.00
Scan On Demand Service (each								***		
request)	12	Request	1.00	12.00	1.00	12.00	1.00	12.00	7.50	00.00
Facsimile Service		Pages	0.25	6.25	0.50	12.50	0.50	12.50	7.50	90.00
Special Projects - Hourly Rate		Hours	25.00	200.00	20.00	160.00	25.00		0.15	3.75
Cost of Boxes 10"x12"x15"		Boxes	2.00	3,726.00	1.50	2,794.50		200.00	25.00	200.00
Transfer Cost	1,000	DOVES	2.00	3,720.00	1.50	2,794.50	1.80	3,353.40	1.45	2,701.35
	** * **									
Initial Cost of Transfer for	44.000	_								
Records stored at Iron Mountain	14,000	Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Initial Cost of Transfer for										
Records stored at IDD	142	Boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ANNUAL COST RECORDS MANAGE	MENT		9	107,811.70		\$ 41,406.12		\$ 37,925.40		\$ 76,374.10
Other related costs							·			+ + + + + + + + + + + + + + + + + + +
Cost for 4-year Contract				431,246.80		165,624.48		151,701.60		305,496.40
IDD/Iron Mountain Closing		Iron								
Account Fee for current boxes on	14,000	Mount.	1.50						1.50	
storage on their facilities (City's			1							
responsibility)	142	IDD	0.84	21,119.28	0.84	119.28	1.50	21,000.00	0.84	21,119.28
Removal of all Boxes upon										•
termination of contract	** 23,000	Boxes	0.25	5,750.00	1.50	34,500.00	0.50	11,500.00	0.00	0.00
Estimated Total Cost during	,			2,. 00.00		0.,000.00	5.00	,000.00	0.00	0.00
the life of the contract (4										
years):			\$	i						

^{*} Unit Prices submitted were based on a monthly cost, Procurement converted unit prices and totals to an annual amount to capture total costs.

^{**} Projection based on anticipated increase in storage of records over the next four years.